

ITRC Methane Team – Conference Call

Draft Call Minutes

Tuesday, June 12, 2018

2-3PM ET; 1-2PM CT; 12-1PM MT; 11AM-12 noon PT; 10-11 AM AKT

Online Meeting Link:

[HYPERLINK "<https://join.freeconferencecall.com/itrc2>"]

Online Meeting ID: itrc2

Conference Number:

Call In: **(515) 604-9725**

Participant Code: **297529#**

***6 to mute your line; *6 again to unmute**

Attendees:

Douglas Bacon, State Government, Utah Div. of Environmental Response & Remediation
Cindy Beeler, EPA, Region 8
Douglas Burge, Private Sector, Ramboll
Randy Chapman, ITRC Team Leader Liaison, VA Department of Environmental Quality
Matthew Harrison, Private Sector, AECOM
Gib Jersey, Consultant to XTO Energy, an ExxonMobil Subsidiary
Yaomin Jin, International Government, Ministry of Energy, Mines, and Petrol Resources, BC
Pamela Lacey, Private Sector, American Gas Association
Vivien Lecoustre, DOE, ARPA-E
David Lyon, Public Stakeholder, Environmental Defense Fund
Ryo Minegishi, Private Sector, KONICA MINOLTA, Inc.
Molly Olonoff, ITRC Support Staff
Ona Papageorgiou, State Government, NYSDEC
Sigrida Reinis, Private Sector, Langan Engineering & Environmental Services
Jim Rutherford, Private Sector, Heath Consultants Incorporated
Susan Schow, ITRC Support Staff, Schow Consulting
Timothy Taylor, State Government, Colorado Dept. of Public Health & Environment

Roll-Call:

Susan

Methane Team Announcements:

Ona

- **May 14th - Submitted Document to ITRC Editor for 30-Day Review!**
 - **Resolved** (by consensus) final **outstanding issues** from Anaheim in the **Technology** and **Evaluation** sections via several Section Calls.
 - Blended final edits into final Tech Reg document with appendixes. Ensured all references and citations were correct, all formatting issues addressed, all figures and tables correctly labelled, etc.
 - **Responds to External Comments** – Finalized in summary Excel tracking sheet incorporating decisions from April Anaheim meeting. Distributed and posted to team webpage.
 - **Collaborating with ITRC Editor** to address questions and revisions. Many emails from Susan – **please respond asap**.

- Note: When using links in documents, consider using higher level links to avoid breakage when these external websites rearrange postings.

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- **Requirements for ITRC Web-Based Documents**

Susan

- Teams should consider if the opening text for each section would benefit from an overview (text to place section into context of entire document and help it stand alone)?
- More so than with PDF documents, web-site visitors may enter the document at any point within it and may not have read the chapters that would have been ahead of that chapter.
- **Could each Section Lead look at the “Intro” of their text section to see if this will work or if needs editing – and let us know by July 6th. If section lead cannot do, please let us know and we can assign to someone else.**
- See link: [HYPERLINK
"https://www.itrcweb.org/FileCabinet/GetFile?fileID=13125"]

- **Outreach Plan Work Group and Team – Next Steps**

Ona

- Outreach WG activities now to be discussed during last part of monthly Team Calls (with entire team)
- See revised draft version from Anaheim (added slides and re-arranged to provide better insight to online document). Team reviewed together slide-by-slide at end of this call.
 - Include screenshots - result in quasi quick-start guide for quick access
 - Placeholders for screenshots until web doc available (late-August)
Replace with final screenshots
 - Examples –Include 2-3 to show how to use guidance document in your office.
 - Various lengths – 15 minutes to one hour depending on audience
 - FAQs added value? Give feedback please.
- **Notes from call:**
 - Slides 1-7 are for ITRC background – can keep as many as desired for presentation audience.
 - Put slide numbers on every slide.
 - Presentation needs more graphics, pictures, images.
 - The Context (Slide #9) - is to center the listener letting them know our perspective – where we are coming from.
 - The Challenge (Slide #10) – will be clear to those in the industry but for outsiders – maybe consider clarification
 - The Solution (Slide #11) – too many words but will shorten and put text into “notes” section for use during presentation.
 - Characterization (Slide #13) – Bar chart – sources of Methane 2015 – get updated data.
 - Characterization (Slide #14) – schematic of wellsite
 - Regulations (Slide #15) – Pam Lacey noted discriminate between environmental issues vs. safety issues.

- Regulations (Slide #16) – all important but wordy.
- Regulations (Slide #17) – depends on audience - focus on methane detection
- Rapidly Evolving Technologies – Classification Scheme (Slides #18-19). Confirm with current document.
- Rapidly Evolving Technologies – Summarized (Slide #20). Confirm list is current and comprehensive. Speak to fact that Soap Solutions are still used (bubble shows leak). Get image from Pam Lacey (see image and movie clip from Jim Rutherford, emailed 6/12).
- Evaluation of Methodologies (Slides #21-29) - Technology vs Methodology - discuss here? Ask David Lyon for gut check (makes sense?) about theses slides.
- Example 1: Check for leaks on a well field (Slide #30) - Drill down into our document to show how to use to answer question.
- Example 2: What technology is used if I receive complaints from a local school about smells (Slide #31) - Drill down into our document to show how to use to answer question. Call 911 if you smell gas.
- Other Example here?
- Lessons Learned (Slide #32)
- Bring together the examples – wrap up (Slide #33) – add here.
- Stakeholder Perspectives (Slide #34).)
- Thank you (Slide #35) - Social Media Links for ITRC
- Characterization Nomenclature (Slide # 36) - needs rearranging.
- The Team **should review current version and give feedback to Ona and Susan no later than July 7th**
 - Use manual red-font for edits and strike-outs (track changes not useful in PowerPoint).
- Susan and Ona to incorporate these changes and reissue to entire Team for final review.

Methane Schedule – Next Tasks (Grey = Outreach Tasks)

Tim

June

- 6/14/2018 (Thursday) - Editor completes edits of the **Tech-Reg Word document** and returns to the Team for **2-week review** period to address any editorial clarification needed to finalize the document. Susan to distribute for review.
- 6/28/2018 - Team (PA) completes any necessary edits (in **1-week**) to the **Tech-Reg Word document**.

July

- 7/6/18 ~~6/28/2018~~ – Team reviews and submits comments on Draft **Outreach presentation** (See **June 12th Team Call Version**) to **Susan and Ona**. **Comments to be incorporated and re-issued to Team for full review. REVISED**

- 7/9/2018 - Team (PA) sends final **Tech-Reg document** content to web developer for 30-day period to build **web-based document**. Web developer builds any document-specific features.
- 7/12/2018 - Outreach WG shares Draft version #2 of **Outreach presentation** with Team for **4-week 2-week review period. REVISED**
- 7/27/2018 - Team (PA) to incorporate Team comments on draft **Outreach presentation (1-week)**.

August

- 8/12/2018 - Web developer posts draft **web-based Document** for Team's **2-week** review period (to verify web function and links, graphics quality, references, tables, and general document consistency).
- 8/24/2018 - Outreach WG to use final **web-based Tech-Reg Document** to capture screen shots and incorporate into final **Outreach presentation** in **2-week** period.

September

- 9/7/2018 - PA submits draft **Outreach** presentation materials to ITRC for approval (**2-week review**).
- 9/7/2018 - Team (PA) works with Web developer for **1-week** to incorporate any necessary changes to **web-based Tech Reg Document**.
- 9/14/2018 - Team (PA) sends final version of **web-based Tech Reg Document** for required review by ITRC Team Leader Liaison and ITRC Director for **2-week** review period to obtain approval to post final document to website.
- 9/21/18 - Team (PA) incorporates comments from ITRC on **Outreach presentation** in **1-week** period.
- 9/28/18 - Team (PA) Edits posts **Outreach materials/presentation(s)** to Team webpage for future use by Methane Outreach WG members going forward.
- 9/28/2018 - Final **web-based Tech Reg Document** posted to ITRC website (**go-live date for on-line document**).

Next Team Monthly Call (Full Team Call)

Susan

- **Tuesday, July 10, 2018, from 2-3PM ET**
 - 1-2PM CT; 12-1PM MT; 11AM-12 noon PT; 10-11 AM AKT